



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY

Fiscal Administrative Officer

Agreement/Negotiation Unit, Division of Contract Administration

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list or lateral transfer.
Location: Headquarters, Newington, CT
Job Posting No: 31691
Hours: 8 am to 4:30 pm
Salary: AR 23: \$66,213.00 TO \$85,597.00 ANNUAL
Closing Date: December 24, 2015

Eligibility Requirement: Candidates must have applied for and passed the Fiscal Administrative Officer exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Contract writing/interpretation experience preferred.

Job duties include: Prepare, review and process Personal Service Agreements between the State and consultants for various types of professional services, as well as review various types of other agreements for grants, rights of way, leases, licenses, utilities, railroads, transit services, as well as some unique/complex agreements.

Knowledge, Skills and Abilities: Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g. accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.*

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Substitution Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience. 3. For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience. 4. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Fiscal Administrative Officer positions in the Bureau of Finance and Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment, and **State employees must include copies of their last two (2) service ratings by December 24, 2015 to:**

Mr. Gary Belina
Division of Contract Administration, Room 2210
Bureau of Finance and Administration
Department of Transportation
2800 Berlin Turnpike
Newington, CT 06131-7545
Fax #: 860-594-2574
Email: gary.belina@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.